

JOB DESCRIPTION

JOB TITLE: Local Health Nurse I

GRADE: 15

JOB CODE: 2122

EST. DATE: 7-1-06

GENERAL FUNCTION: Provides basic entry-level nursing functions and services to individuals and families under supervision in a clinic or community setting. The nurse in this classification would receive job specific training (mentorship) in the requirements and scope of practice of the various assigned health department programs and services. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Direct nursing services would be provided in routine and specialty clinics that provide adult and pediatric, family planning, immunization, communicable and sexually transmitted disease, WIC and other health care services.

COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:

Orients to health department programs and services, including the Core Functions and Essential Services. Orients to local policy guidelines and the Internal Control Program. Orients to the reporting procedures for abuse, neglect and exploitation.

Interviews client to address the presenting/initial reason for visiting health department and subsequent willingness for service(s) offered and indicated. Conducts nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains specimens and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Describes services that are available (or refers) and eligibility criteria as appropriate.

Develops and implements a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

Provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.

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4. Reports incidents according to proper procedures.
5. Refers to supervisor as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
8. Uses the PHPR as a reference guide.
9. Utilizes a basic awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Participates as team member, having basic understanding of the team process.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.

Develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.

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2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Receives close to moderate supervision by the nursing supervisor. Functions with increasing independence with readily available access to supervisor.

SUPERVISION EXERCISED: May supervise LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of the preparation of nursing care plans for individuals.

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Skills:

- Working skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Working skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

Abilities:

- Ability to learn the standard procedures and services of the local health agency.
- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to develop cooperative working relationships with other service providers and to function well as a team member.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

An Associate degree or diploma from an accredited college, university, or school of nursing.

Must have met all requirements of KRS 314.041, having received a provisional license and approval to practice as a Registered Nurse Applicant (RNA) or having a current active Kentucky Registered Nurse license.

No previous nursing practice experience required.

NOTE: New classification as of 7-1-06.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.